

SAMS Domestic Quick Tour: Advanced Search (Recipient)

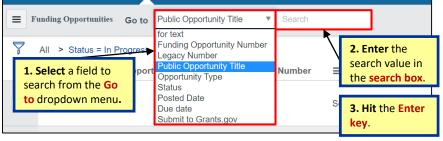
SAMS DOMESTIC: GETTING STARTED

- Launch the Google Chrome web browser
- Type in the URL (https://mygrants.service-now.com) to access the SAMS Domestic Portal
- Login with your assigned username and password

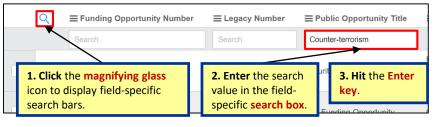
SEARCH OPTIONS

There are two available methods for conducting a search in SAMS Domestic:

Use the Search Bar



Use the Magnifying Glass



APPLY FILTERS TO SEARCH

- Click the filter icon to display additional fields to help filter search results
- Click the Choose Field dropdown menu to select a field to filter by



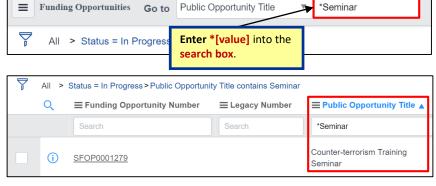
APPLY FILTERS TO SEARCH (cont.)

- Multiple filters can be used to narrow or expand search results
 - AND narrows the search (search results must match both fields)
 - OR expands the search (search results may match either field)
- A common technique is to combine a value filter (e.g. "Keywords are training" with a date filter (e.g. "Created on Last week")



PARTIAL SEARCHES

 Enter an asterisk (*) as a wildcard before the search value to find items that partially match the search value



 SAMS Domestic returns the desired funding opportunity without the user having to search for the full funding opportunity title

GETTING HELP

- Contact the ILMS Support Desk at 1-888-313-ILMS (4567) or via Self Service Portal at https://afsitsm.service-now.com/ilms/home
- Access additional training resources on the SAMS Domestic Portal Support page at http://mygrants.service-now.com/